



**Subject:** Employee Salary Adjustments Batch Load Template Now Available  
**Audience:** HR Directors

The SCEIS HR/Payroll Team is pleased to announce a new Data Load Template that allows agencies to submit salary adjustments for multiple employees in one batch, for easy loading into SCEIS. Instructions for completing the template are included in the first tab of the Excel file.

The new Data Load template is posted on the SCEIS website's Weekly Updates Web page in conjunction with this message, and on the HR/Payroll > Tools and Publications page, located at the following link: <http://www.sceis.sc.gov/page.aspx?id=121>.

Please submit completed Data Load Templates to the SCEIS Service Desk at [SCEISHelpDesk@sceis.sc.gov](mailto:SCEISHelpDesk@sceis.sc.gov).

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.